

Microsoft Office

Norwich	Days	Sep	Oct	Nov	Dec	Price
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Microsoft Excel

Introduction	1	4 / 21	3 / 19	1 / 16 / 27	7 / 18	£175
Intermediate	1	5 / 22	4 / 20	2 / 17 / 28	8 / 19	£175
Advanced - Level 1	1	12 / 25	9	9 / 29	14	£175
Advanced - Level 2	1	13 / 26	10	10 / 30	15	£175
Visual Basic	2	*	30-31	*	*	£495

Microsoft Word

Introduction	1	*	11	6	*	£175
Intermediate	1	20	12	7	*	£175
Advanced - Level 1	1	*	17	*	11	£175
Advanced - Level 2	1	*	18	*	12	£175

Microsoft Access

Introduction	2	27-28	*	9-10	*	£350
Intermediate	1	*	12	*	4	£175
Advanced	1	*	13	*	5	£175
Visual Basic	2	*	*	*	*	£495

Microsoft Outlook

Introduction	1	*	5 / 19	*	*	£175
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Microsoft PowerPoint

Introduction	1	22	*	20	*	£175
Advanced	1	*	13	*	18	£175

Microsoft Project

Introduction	1	14-15	*	22-23	*	£395
Advanced	1	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	6	*	*	£175
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Microsoft Visio

Introduction	1	*	27	*	*	£250
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King's Lynn	Days	Sep	Oct	Nov	Dec	Price
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Microsoft Word

Introduction	1	*	*	*	*	£175
Intermediate	1	*	*	*	*	£175

Microsoft Excel

Introduction	1	7	*	*	*	£175
Intermediate	1	8	*	*	*	£175
Advanced - Level 1	1	28	*	*	*	£175
Advanced - Level 2	1	29	*	*	*	£175

Web Design

Norwich	Days	Sep	Oct	Nov	Dec	Price
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Creating Video Content for the Web

Introduction	2	*	*	*	*	£600
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Wordpress

Introduction	1	18	*	24	*	£250
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King's Lynn	Days	Sep	Oct	Nov	Dec	Price
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Wordpress

Introduction	1	*	*	*	*	£250
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Technical & Programming

Norwich	Days	Sep	Oct	Nov	Dec	Price
C# .Net Programming						
Developing Windows Applications	3	*	*	27-29	*	£925
Exchange Server						
Installing and Managing	3	*	*	*	11-13	£925
PowerShell						
Administration and Scripting	3	*	*	*	*	£925
SQL Server						
Install & Admin				20-22		£925
Programming and Development	3	*	16-18	*	*	£925
SharePoint						
Installation and Administration	3	*	*	*	11-13	£925
Window Server						
Configuring, Managing and Maintaining	3	25-27	*	*	*	£925

Adobe Creative Suite

Norwich	Days	Sep	Oct	Nov	Dec	Price
Adobe Creative Cloud Essentials						
Introduction	2	*	*	*	*	£495
Adobe Creative Design Techniques						
Introduction	1	*	*	*	*	£265
Illustrator						
Introduction	2	12-13	*	*	*	£495
Advanced	1	*	*	*	*	£265
InDesign						
Introduction	2	14-15	*	13-14	*	£495
Advanced	1	*	*	17	*	£265
Photoshop						
Introduction	2	*	*	15-16	*	£495
Advanced	1	11	*	*	*	£265
Cambridge						
InDesign						
Introduction	2	*	*	*	*	£495

Social Media, SEO & PPC

Norwich	Days	Sep	Oct	Nov	Dec	Price
Social Media						
Beginners Guide to Social Media	1	*	4	*	5	£300
Advanced Guide to Social Media	1	*	30	*	18	£300
Social Media Strategy & Blogging	1/2	7 (am)	*	*	*	£150
Twitter for Business	1/2	7 (pm)	*	*	*	£150
Facebook for Business	1/2	27 (am)	*	*	*	£150
LinkedIn for Business	1/2	27 (pm)	*	*	*	£150
Pinterest & Instagram for Business	1/2	13 (am)	*	*	*	£150
Creative Content Workshop	1/2	13 (pm)	*	*	*	£150
SEO & PPC						
Google Analytics	1	20	*	*	*	£300
Search Engine Optimisation	2	*	31 Oct - 1 Nov		*	£600
Google Adwords	1	*	11	*	*	£300

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Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

September 2017 (am)	September 28, October 5, 12, 19, November 2, 9, 16 and 23 (Thursday mornings)	£2,050
	ILM Level 5 Award in Management (Additional Fee)	£200

Forefront - Team Leader Development (6 half day sessions)

September 2017 (am)	September 8, 15, 22, October 6, 13 and 20 (Friday mornings)	£1,495
October 2017 (am)	October 2, 9, 16, November 6, 13 and 20 (Monday mornings)	£1,495
November 2017 (am)	October 31, November 7, 14, 28, December 5 and 12 (Tuesday mornings)	£1,495
	ILM Level 3 Award in First Line Management (Additional Fee)	£180

Presence - Communication & Influencing Skills (6 half day sessions)

November 2017 (am)	November 3, 10, 17, 24, December 1 and 8 (Friday mornings)	£1,395
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Cambridge
Forefront - Team Leader Development (4 full day sessions)

September 2017	September 20, 27, October 4 and 11 (Wednesdays)	
	ILM Level 3 Award in First Line Management (Additional Fee)	£180

Project Management
Norwich

	Days	Sep	Oct	Nov	Dec	Price
Agile PM						
Foundation & Practitioner	4	*	*	*	*	£1,495

APM

Project Fundamentals	2	*	2-3	*	4-5	£695
Project Management	5	*	*	27 Nov - 1 Dec	*	£1,495

PRINCE2 ®

Foundation	3	18-20	*	*	11-13	£695
Foundation & Practitioner	5	18-22	*	*	11-15	£1,095
Practitioner Upgrade	2	19-20	*	*	12-13	£575
Practitioner Re-registration	2	19-20	*	*	12-13	£575

MSP

Foundation	3	*	*	*	*	£695
Foundation & Practitioner	5	*	*	*	*	£1,095

Cambridge

	Days	Sep	Oct	Nov	Dec	Price
PRINCE2 ®						
Foundation	3	4-6	*	6-8	*	£695
Foundation & Practitioner	5	4-8	*	6-10	*	£1,095

Chelmsford

	Days	Sep	Oct	Nov	Dec	Price
PRINCE2 ®						
Foundation	3	11-13	23-25	*	*	£695
Foundation & Practitioner	5	11-15	23-27	*	*	£1,095

Ipswich

	Days	Sep	Oct	Nov	Dec	Price
PRINCE2 ®						
Foundation	3	*	30 Oct - 1 Nov	*	*	£695
Foundation & Practitioner	5	*	30 Oct - 3 Nov	*	*	£1,095

For other Project Management venues and dates please visit our website

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Business & Personal Development

Norwich	Days	Sep	Oct	Nov	Dec	Price
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Business Skills

Assertiveness	1	*	17	*	*	£250
Bids & Tender Writing	1	*	*	8	*	£250
Business Writing Skills	1	*	4	*	*	£250
Communication Skills	1	12	*	*	19	£250
Conducting Effective Meetings	1	*	*	30	*	£250
Credit Control	1	*	12	*	*	£250
Finance for Non-Financial Managers	1	21	*	*	14	£250
Influencing Skills	1	*	*	3	*	£250
Minute Taking	1	28	30	*	4	£250
NLP Introduction	1	*	6	*	*	£250
NLP Level 1	1	*	*	27	*	£250
PA / Executive Assistant	1	*	18	*	*	£250
Presentation Skills	1	14	*	*	4	£250
Report Writing	1	*	*	7	*	£250
Time Management	1	*	19	*	*	£250
Train the Trainer	1	28	*	*	13	£250
Writing for the Web	1	*	*	1	*	£250

HR

Appraisal	1	19	*	*	*	£250
HR Essentials for Line Managers	1	*	3	*	*	£250
Recruitment & Selection	1	*	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	11	*	*	£250
Dealing with Difficult People	1	20	*	*	*	£250
Handling Customer Complaints	1	*	*	*	*	£250
Negotiating Skills	1	29	*	*	*	£250
Networking Skills	1/2	*	*	10 (am)	*	£150
Overcoming Objections & Closing Techniques	1/2	*	13 (am)	*	*	£150

Cambridge

Days	Sep	Oct	Nov	Dec	Price
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Business Skills

Communication Skills	1	*	*	*	*	£250
Customer Care	1	*	*	*	*	£250
Presentation Skills	1	*	*	*	*	£250
Time Management	1	*	*	*	*	£250
Train the Trainer	1	*	*	*	*	£250

Health & Safety

Norwich	Days	Sep	Oct	Nov	Dec	Price
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IOSH

Working Safely	1	20	30	*	11	£170
Managing Safely	4	26, 27, 28 & 29	*	6, 7, 13 & 14	7, 8, 14 & 15	£690

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 13, 14, 15, 16 and 17 November, Revision: 4 December (am), Exam: 6 December (9.30am) GC2: 27, 28, 29, 30 November & 1 December, Revision: 4 December (pm), Exam: 6 December (2pm)				£1,495
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 20, 21, 22, 23 and 24 November, Exam: 24 November (2 pm)				£850
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 9, 10, 11, 12 and 13 October, Exam: 18 October (9.30am)				£850

King's Lynn

Days	Sep	Oct	Nov	Dec	Price
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NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 2, 3, 4, 5 and 6 October, Revision: 30 October (am), Exam: 1 November (9.30am) GC2: 16, 17, 18, 19 and 20 October, Revision: 30 October (am), Exam: 1 November (2pm)				£1,495
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